

## **ARTICLE 22 HOLIDAYS**

### **A. OBSERVANCE**

1. The University observes the following days as administrative holidays: For holidays that are not observed on the same day every year, the University will announce the date on which the administrative holidays will be observed:

New Year's Day  
Martin Luther King, Jr. Holiday  
Presidents' Day  
Cesar Chavez Day  
Memorial Day  
Fourth of July  
Labor Day  
Veterans Day  
Thanksgiving Day  
Friday following Thanksgiving Day  
Christmas Eve  
Christmas Day  
New Year's Eve

Unless alternate days are designated by the University, when a holiday falls on a Sunday, the following Monday is observed; and when a holiday falls on a Saturday, the preceding Friday is observed.

1. A librarian required to work on a holiday listed in paragraph 1 of this section shall be paid regular pay for the day. In addition, s/he shall receive another day off with pay.
2. A librarian whose regular day off falls on a holiday listed in paragraph 1 of this section shall receive one (1) day off.
3. A librarian may observe a special or religious holiday by charging time off to accumulated vacation or leave without pay.

### **B. ELIGIBILITY**

1. To be eligible for holiday pay a librarian must have been on pay status or on approved leave with pay on his/her last scheduled work day before the holiday and first scheduled work day after the holiday. New and rehired full-time librarians shall receive pay for any holiday immediately preceding their first day of work if the holiday is the first working day(s) of the month. A terminating full-time librarian shall receive holiday pay for any holiday immediately following his/her last day of work provided the holiday is the last working day(s) of the month.

Librarians appointed at fifty percent (50%) or more of full time shall receive pro rata holiday pay.

2. This policy may be waived by the University at times of campus holiday closures.
3. Periods of academic recess are not regarded as holidays.

**C. USAGE**

All time off with pay, mentioned in the above paragraphs, shall be scheduled at times mutually convenient to the librarian and the University.